

Paragould Housing Authority PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Paragould Housing Authority

PHA Number: AR121

PHA Fiscal Year Beginning: (mm/yyyy) 04/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

The Paragould Housing Authority's mission is to promote and provide adequate and affordable housing that is safe and sanitary; to promote economic opportunity; and to promote and provide a suitable living environment free from discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:

☒ Apply for additional rental vouchers:

The Paragould Housing Authority will expand the supply of assisted housing by applying for additional vouchers, such as special vouchers for elderly, handicapped, and/or disabled families, when available. We hope to acquire at least 25 new vouchers by 2004 fiscal year end.

☒ Reduce public housing vacancies:

The Paragould Housing Authority will reduce public housing vacancies by providing incentives to encourage working families to remain in our development.

- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments

The Paragould Housing Authority is researching the possibility and feasibility of purchasing, building, and/or managing more units.

- ☐ Other (list below)

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:

- ☒ Improve public housing management: (PHAS score)

The PHA will strive to continue to maintain our accomplishment as a high performing agency with a score of 100%.

- ☒ Improve voucher management: (SEMAP score)

The PHA will strive to obtain the highest possible SEMAP score.

- ☒ Increase customer satisfaction:

The Paragould Housing Authority will conduct surveys at least annually to allow our clients to offer feedback about our programs and to offer suggestions for improvements. If possible, this feedback will be used in future plans.

- ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

The PHA will concentrate efforts to improve specific management functions such as voucher management, voucher unit inspections, and public housing inspections.

- ☒ Renovate or modernize public housing units:

The PHA will continue renovation/modernization of public housing units. Plans have been made to put new roofs on units in the Pecan Grove development. Plans have also been made to install GFI plugs, dryer plugs, and new door locks. Sidewalks will be replaced or repaired as necessary. Willow trees that are contributing to drainage problems will be removed. A termite contract is being pursued for both developments. Carpets will be replaced in the Mini-Rise units. Other improvements will be made as deemed necessary by the PHA.

- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords

The PHA will encourage new voucher holders to seek units owned by landlords not presently on our landlord list. We will invite potential landlords to conferences to learn about the Section 8 program. Printed “landlord packets” will be available when potential landlords come to our office seeking information about the program.

☒ Increase voucher payment standards

The PHA will review our payment standards at least annually and increase as necessary to allow our clients to find affordable housing.

☒ Implement voucher homeownership program:

Section 8 assisted families will be allowed to continue lease-purchase agreements. A study will be conducted to gauge interest in other homeownership programs. If enough interest is expressed, we will attempt to implement these programs.

- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)

The HUD required conversion assessment will be conducted by the Paragould Housing Authority before the deadline of 10/01/2001.

The PHA will conduct a study to gauge interest in the Homeownership program for Public Housing. If enough interest is expressed, we will attempt to implement these programs.

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
- The PHA will continue to implement public housing security measures such as strict applicant screening processes, a neighborhood watch, a resident police officer, and security personnel.
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☒ Other: (list below)
- The Paragould Housing Authority will continue income-mixing in our developments and avoid a concentration of one level of income in any area or our developments.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
- The PHA would like to see an increase of at least 5% in the number and percentage of employed persons in assisted families by the 2004 fiscal year end.
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- The Paragould Housing Authority will make a cooperative effort with local agencies, such as the Department of Human Services, the Job Training Program (J.T.P.A.), and temporary employment agencies, to help assisted families gain employment.

- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)

Residents and families with Section 8 tenant-based assistance have suggested that the PHA work toward helping provide child care and developing seminars to help assisted family members develop job search skills. During the next 5 fiscal year periods, the PHA will study these suggestions, develop them, and implement to the extent possible.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Not Required.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	6
ii. Table of Contents	6
1. Housing Needs	10
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	27
5. Operations and Management Policies	32
6. Grievance Procedures	33
7. Capital Improvement Needs	34
8. Demolition and Disposition	36
9. Designation of Housing	37
10. Conversions of Public Housing	38
11. Homeownership	40
12. Community Service Programs	42

13. Crime and Safety	44
14. Pets (Inactive for January 1 PHAs)	46
15. Civil Rights Certifications (included with PHA Plan Certifications)	46
16. Audit	46
17. Asset Management	47
18. Other Information	47

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration **Attachment A**
- ☒ FY 2003 Capital Fund Program Annual Statement **Attachment B**
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart **Attachment C**
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
- ☒ Membership of the Resident Advisory Board **Attachment D**
- ☒ Implementation of Public Housing Resident Community Service Requirements **Attachment E**
- ☒ Pet Policy **Attachment F**
- ☒ Statement of Progress in Meeting the Mission and Goals Outlined in 5-Year Plan **Attachment G**
- ☒ Resident Membership of the PHA Governing Board **Attachment H**
- ☒ Definition of "Substantial Deviation" and "Significant Amendment or Modification" **Attachment I**
- ☒ FY 2000 Capital Fund Program Annual Statement **Attachment K**
- ☒ FY 2001 Capital Fund Program Annual Statement **Attachment L**
- ☒ FY 2003 Capital Fund Program 5 Year Action Plan **Attachment M**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	NA	NA	NA	NA	NA	NA	NA
Income >30% but <=50% of AMI	NA	NA	NA	NA	NA	NA	NA
Income >50% but <80% of AMI	NA	NA	NA	NA	NA	NA	NA
Elderly	NA	NA	NA	NA	NA	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:

- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	76		71
Extremely low income <=30% AMI	48	63%	
Very low income (>30% but <=50% AMI)	17	22%	
Low income (>50% but <80% AMI)	11	15%	
Families with children	32	42%	
Elderly families	29	38%	
Families with Disabilities	15	20%	
White/Nonhispanic	76	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	39	51%	
2 BR	25	33%	
3 BR	8	11%	
4 BR	4	5%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	129		100
Extremely low income <=30% AMI	97	75%	
Very low income (>30% but <=50% AMI)	32	25%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	85	66%	
Elderly families	12	9%	
Families with Disabilities	32	25%	
White/Nonhispanic	129	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
 - a. The PHA will contract out vacancy cleaning/painting work giving preference to resident owned businesses.
 - b. PHA maintenance staff will complete repairs on vacant units.
 - c. The Public Housing Clerk will have applicant screening completed in advance.
- ☒ Reduce turnover time for vacated public housing units

Maintenance is allowed 7-10 days to complete move-out work orders. However, maintenance staff will strive to have vacant units ready to be rented in 2-3 work days. The Public Housing Clerk will have a family ready to move into the unit as soon as unit is released by maintenance staff.
- ☐ Reduce time to renovate public housing units

- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
Payment standards will be evaluated at least annually to ensure that Section 8 families will be able to find affordable housing.
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
The largest public housing dwelling unit that the PHA has is a 4 bedroom unit. If an eligible family needs a larger unit, steps will be made to accommodate the family based upon their need. There are units in the private sector that can accommodate families in need of 4+ bedrooms. The Section 8 Housing Program will work with these families.
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
We want the Section 8 Program to be received by landlords in a positive manner. Prospective landlords will be invited to a conference to explain the section 8 Program and the benefits landlords receive by having property on the program. We will have "landlord packets" available for landlords when they request information.
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
The PHA will conduct a criminal background check of each adult member of an applicant's household. Persons with a history of drug abuse, alcohol abuse, and/or criminal activity will not be eligible for the Section 8 Program unless they prove successful rehabilitation. Owners will be told about the screening process. We will also provide owners with other requested information about the applicant such as current landlord, address, previous landlord, housekeeping habits (if known), rent payment history (if known), and other relevant information. We will encourage the owner to screen carefully.
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
The PHA will employ mandatory and permissible rent policies to support and encourage working families. For public housing: Deductions for taxes withheld from earnings, excessive travel expenses for work or school, etc. A ceiling rent has also been adopted. For Section 8: Mandatory deductions from income.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
Same policies as for families at or below 30% of AMI.
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
The PHA will furnish special equipment such as grab bars, ramps, etc. as requested by families with disabilities. We will also conduct a needs assessment of families with disabilities to ensure that they do not have further needs.
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community

- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	(Estimated) 264,275.00	
b) Public Housing Capital Fund	(Estimated) 344,042.00	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,550,021.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	0.00	
i) HOME	0.00	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2001 CFP Funds	34,458.00	Budgeted items
2002 CFP Funds	297,913.00	Budgeted items

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	292,604.00	Public Housing Operations
4. Other income (list below)		
Reserves – Public Housing	(Estimated) 367,000.00	Public Housing Operations
Reserves – Section 8	(Estimated) 140,000.00	Section 8 Administrative Costs
4. Non-federal sources (list below)		
Total resources	3,290,313.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number)
3 (Three)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)
Over-income families are notified when application is entered into the computer.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe)

The PHA also considers unit damages caused by applicant/applicant family or guests, who lived in unit, whether the applicant family got along with neighbors, any complaints regarding the applicant family, amount of company, and other areas that would help determine eligibility for public housing.

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office

- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☒ Other (list)

Families must notify the PHA of any changes that are unanticipated between annual reexaminations. However, once rent has been adjusted between annual reexaminations, the resident must notify the PHA of any changes within 10 days.

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists

If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below)
- The PHA, if requested, will give the prospective landlord the applicant family's current address, landlord, previous landlord (if known), past rental history (if known), and other requested relevant information.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions are granted by request if the applicant has been actively searching for a unit, but has failed to find a suitable unit, or due to extenuating circumstances.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

N/A – The PHA has no special purpose vouchers or programs at this time.

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)
- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

The PHA has adopted ceiling rents for families whose 30% of adjusted income would be an amount that would force them to move from public housing. These ceiling rents are based on the Fair Market Rents for Section 8 Tenant Based Assistance.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members

- ☐ For transportation expenses
- ☒ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other (describe below)
 The following are deductions from annual **earned** income (from wages):
 - a. The costs that are incurred in order to go to work that are not compensated by the employer, such as the cost of special tools, equipment, or clothing;
 - b. The costs that result from earning income, such as social security taxes, federal and state income taxes or other items that are withheld in payroll deductions;
 - c. Any portion of the earned income that is not available to meet the family's own needs, such as amounts that are paid to someone outside the family for alimony or child support; and
 - d. Any portion of the earned income that is necessary to replace benefits lost because a family member becomes employed, such as amounts that the family pays for medical costs or to obtain medical insurance.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs

- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)
The family must report any unanticipated income changes between annual reexaminations.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Published Fair Market Rents for the Section 8 Program.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	185	71
Section 8 Vouchers	416	100
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal	NA	

Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Occupancy Policy
Safety Policy
Maintenance Handbook

(2) Section 8 Management: (list below)

Section 8 Admin Plan
Safety Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) B

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state nameM

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:

7. Coverage of action (select one)

☐ Part of the development

☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☒ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name: Pecan Grove	
1b. Development (project) number: AR121-001	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input checked="" type="checkbox"/> Other (explain below) Per the final rule, the PHA is required to submit the results to HUD as a part of the 3 rd Year PHA Plan.	
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)	

<input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <div style="margin-left: 20px;"> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input checked="" type="checkbox"/> Other: (describe below) Conversion would be more expensive than continuing to operate the development (or portion of it) as public housing. </div>
Conversion of Public Housing Activity Description
1a. Development name: Mini-Rise 1b. Development (project) number: AR121-002
2. What is the status of the required assessment? <div style="margin-left: 20px;"> <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input checked="" type="checkbox"/> Other (explain below) Per the final rule, the PHA is required to submit the results to HUD as a part of the 3rd Year PHA Plan. </div>
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <div style="margin-left: 20px;"> <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway </div>
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <div style="margin-left: 20px;"> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent </div>

<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input checked="" type="checkbox"/> Other: (describe below) Conversion would be more expensive than continuing to operate the development (or portion of it) as public housing.
--

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:

2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
☒ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families

- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 01/10/03)
Public Housing	0	0
Section 8	35	24

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☐ Residents fearful for their safety and/or the safety of their children

- ☐ Observed lower-level crime, vandalism and/or graffiti
 - ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - ☒ Other (describe below)
The PHA is pleased that it has a very low level of crime in each of its developments.
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- ☐ Safety and security survey of residents
 - ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
 - ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - ☒ Resident reports
 - ☒ PHA employee reports
 - ☒ Police reports
 - ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - ☐ Other (describe below)
3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
 - ☐ Crime Prevention Through Environmental Design
 - ☐ Activities targeted to at-risk youth, adults, or seniors
 - ☐ Volunteer Resident Patrol/Block Watchers Program
 - ☐ Other (describe below)
2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
 - ☒ Police provide crime data to housing authority staff for analysis and action
 - ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - ☐ Police regularly testify in and otherwise support eviction cases
 - ☐ Police regularly meet with the PHA management and residents
 - ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - ☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. ☐ Yes ☒ No: Was the most recent fiscal audit submitted to HUD?
The audit report was received on 01/06/2003. The PHA must have a board meeting to approve the audit before it can be submitted to HUD. This plan must be submitted by 01/16/2003. The Board will

need time to review the audit report before it will approve it. After approval by the Board of Commissioners, the audit will be submitted to HUD.

3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
See number 2 above.

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☒ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)

- ☒ Provided below:
Several residents requested that the Central A/C units be installed earlier than originally planned at the Pecan Grove Development.
Residents requested additional landscaping at the Pecan Grove Development.

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:
Changes were to the Capital Fund Program budgets where possible.
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

State of Arkansas

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A

PARAGOULD HOUSING AUTHORITY DECONCENTRATION POLICY

The Pecan Grove development of the Paragould Housing Authority is located in an area of Paragould where many families are considered to be middle to low income. We want our development to blend in with the surrounding community. It is very important that our agency not have a concentration of extremely low income families in this development. Therefore, we do not plan to exceed HUD's target goal of 40% of families admitted each fiscal year be below 30% of the area median income (extremely low income). The other 60% of admissions each fiscal year will be very low income or low income. We will offer admission preferences for working families.

The Pecan Grove development is located on one site. We do not have the problem of avoiding a concentration of any one income group in a specific site as other housing authorities may have. However, we will avoid concentration of a specific income group in any area or buildings in our development. The PHA will employ a system of income ranges in order to maintain a resident body in each development composed of families with a range of incomes.

At the Mini-Rise for the Elderly, specific income levels will not be concentrated on any specific floor or side of the building.

Attachment B

PHA Plan

Table Library

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	30,000.00			
3	1408 Management Improvements				
4	1410 Administration	23,576.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	26,516.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	263,950.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	344,042.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	Replenish Operating Reserves	1406		30,000.00				
PHA – Wide	MOD Coordinator/Inspector	1410 01		14,600.00				
PHA – Wide	Employee Benefits	1410 09		6,976.00				
PHA – Wide	Misc. Sundry (Travel, Advertisements)	1410 19		2,000.00				
PHA – Wide	A/E Fees	1430		21,116.00				
PHA – Wide	Energy Audit	1430		5,400.00				
AR121-01	Install Central A/C in 119 dwelling units	1460		161,850.00				
AR121-01	Replace interior doors in 119 dwelling units	1460		52,000.00				
AR121-01	Paint 119 dwelling units	1460		43,800.00				
AR121-01	Replace valves for washing machine hookups in 119 dwelling units	1460		6,300.00				

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

PHA Name: Paragould Housing Authority	Grant Type and Number	Federal FY of Grant: 2003
---------------------------------------	------------------------------	----------------------------------

[illegible]

Attachment C

PHA MANAGEMENT ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

|

EXECUTIVE DIRECTOR

|

ASSISTANT DIRECTOR

LOW RENT

RIC

2 Clerks

CFP Coordinator

SECTION 8

Secretary

FSS Coordinator

1 Receptionist

2 HQS Inspectors

MAINTENANCE

2 Maintenance Staff

Part-time (as needed)

Attachment D

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD(S)

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen)

Demondria Broyles
Bess Reagan
Betty Jetton
Rheba Hunt
Cathryn Pierceall
Melanie Bell
Tonia Easton

Attachment E

IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

The PHA has two (2) Public Housing Developments. One is an “Elderly Designated” Development that is exempt from the Community Service Requirements. The PHA has a full-time Resident Initiatives Coordinator (RIC). She will work closely with the Resident Council of Pecan Grove (“Family Designated”) to implement the Community Service Requirements. We are proud that this development is mainly comprised of working families who are exempt from the Community Service Requirements. The RIC will coordinate with local agencies to find suitable community service work for the residents who are not exempt from the requirement. She will keep sign-in sheets for the residents performing the community service and the total number of hours completed.

Attachment F

PET POLICY

Addendum to Lease for Residents wishing to have a pet.

Tenant: _____
Project: _____
Unit #: _____

HOUSING AUTHORITY OF THE CITY OF PARAGOULD RULES FOR PETS

The following rules are established to govern the keeping of pets in and on properties owned and operated by the Housing Authority of the City of Paragould.

1. Resident is permitted to have a maximum of two (2) caged, domesticated animals without prior approval from the PHA. Permitted pets are: hamsters, gerbils, mice, rabbits, guinea pigs, chipmunks, squirrels, birds, or reptiles (excluding snakes). (Note: the PHA considers fish in an aquarium to be a decoration, not pets.)
2. Resident is permitted to have one (1) dog or cat.
3. Size limit: All pets listed above (except birds) shall be limited in size to 16 inches in length, excluding tail, no more than 18 inches in height, and no more than 25 lbs. in weight. Caged birds shall be limited in size to no more than 12 inches tall.
4. All female dogs and cats are to be spayed. If such animals are not spayed and have offspring, Resident is in violation of this rule.
5. No pet may be kept in violation of humane or health laws.
6. Pets are prohibited from being kept on a temporary basis for anyone.
7. Dogs and cats are to be licensed yearly with the proper authorities, and Resident must show proof of yearly distemper and rabies boosters.
8. Pets are to remain inside the Resident's unit unless on a leash. Pets are not permitted to be left outside on a chain for periods exceeding one (1) hour. Pets are not permitted to be left outside on a chain when Resident is not at home.
9. Cats are to use litter boxes kept in Resident's premises. Resident is not allowed to let waste accumulate.
10. Residents are responsible for promptly cleaning up pet droppings, if any, inside or outside unit, and properly disposing of said droppings. If management has to remove pet waste from Resident's unit or area in which Resident has walked his/her pet, a charge not to exceed \$5.00 for each occurrence will be issued.

11. Resident shall take adequate precautions to eliminate any pet odors within or around unit and maintain unit in a sanitary condition at all times.
12. Resident shall not permit any disturbance by his/her pet which would interfere with the quiet enjoyment of other tenants; whether loud barking, howling, biting, scratching, chirping, or other such activities. No vicious or intimidating pets shall be kept.
13. If pet is left unattended for twenty-four (24) hours or more, the Housing Authority may enter to remove the pet and transfer it to the proper authorities. Also, the tenant must provide the name, address, and telephone number of one or more parties who will provide care for the pet if owner dies, is incapacitated, etc.
14. Residents shall not alter their unit to create an enclosure for an animal. Also, no animal pens or houses shall be allowed on the project.
15. Resident is responsible for all damages caused by his/her pets.
16. Residents are prohibited from feeding any stray animals. The feeding of stray animals shall constitute having a pet without permission of the Housing Authority.
17. No pets shall be allowed in the PHA offices.
18. Resident shall pay a pet damage deposit in addition to the regular security deposit. This deposit shall be paid in advance or on the acceptance of said pet by the Resident. This deposit is refundable if no damage is done, as verified by the Housing Authority, after Resident disposes of the pet or moves. The amounts pet deposits are as follows:
 - AR121-001 Dog - \$100.00 Cat - \$50.00
 - AR121-002 Dog/Cat - \$50.00 (Elderly Development)
19. Residents who violate these rules are subject to: (a) being required to get rid of the pet within 30 days of notice by the Housing Authority; and/or (b) eviction.

IN WITNESS WHEREOF, the parties have executed this Lease Addendum this _____ day of _____, _____, at Paragould, Arkansas.

Housing Authority of the City of Paragould

by _____

Resident

Resident

Attachment G

STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS OUTLINED IN 5-YEAR PLAN

It is the continuing mission of the Paragould Housing Authority to promote and provide adequate and affordable housing that is safe and sanitary; to promote economic opportunity; and to promote and provide a suitable living environment free from discrimination.

On July 22-25, 2002, the U.S. Department of Housing & Urban Development, Little Rock Field Office conducted a Public Housing Assessment System (PHAS)-Management Assessment Sub-System (MASS), Section 8 Management Assessment Program (SEMAP), Rental Integrity Monitoring (RIM), and Technical Assistance Review of the Paragould Housing Authority. Several deficiencies were identified – Management procedures, RIM addressed rental income calculation errors and documentation for files, and HQS deficiencies. Some deficiencies were identified with HUD reporting requirements and HA internal monitoring requirements. The PHA maintained good records for the MASS Certification and the Capital Fund Programs (CFPs).

After receipt of the letter from HUD stating the results of their review, we have made several policy changes at the Paragould Housing Authority as follows:

1. Annual inventory of equipment and maintenance materials.
2. Internal staff training sessions.
3. Work Order Plan regarding contracted work orders.
4. Procedure for participants who claim to have zero income or unstable income.

It was recommended by HUD that we purchase a floor machine to wash/wax unit floors as part of unit make ready process. We have submitted a revision to CFP 2001 to make that purchase and also to purchase a carpet extractor/cleaner for the units at our elderly development where the floors are carpeted. It was also recommended that the PHA complete an energy audit/utility update after completion of installation of HVAC units. Furnaces will be installed at Project AR121-02 with CFP 2002 funds and Central AC units will be installed at Project AR121-01 with CFP 2003 funds. We have budgeted in CFP 2003 to do the energy audit once the furnaces and Central AC units have been installed.

The PHA sent some of its employees to training seminars after the HUD review. Two employees attended seminars on Public Housing Eligibility and Rent Calculation. These seminars helped the PHA to implement third party verification of income, assets, family

composition, etc. These two employees have been cross training other employees. One employee attended a seminar on HQS Inspections. This employee will cross train other employees.

In the coming year, our Section 8 FSS Coordinator will meet with other Housing Authorities who administer Section 8 FSS Programs in an attempt to find a way to promote the FSS program to Section 8 participants who are currently uninterested.

We are confident that the PHA will be able to meet and accommodate all our goals and objectives in FY 2003.

Attachment H

RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD

1. **XX** Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

Pamela Daniels

How was the resident board member selected: (select one)?

Elected

XX Appointed

C. The term of appointment is (include the date term expires):

02/24/2001 Expires 02/24/2006

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Attachment I

DEFINITION OF “SUBSTANTIAL DEVIATION” AND “SIGNIFICANT AMENDMENT OR MODIFICATION” [903.7]

The Paragould Housing Authority will consider the following to be changes in its Agency Plan necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted:

1. Any alteration of the PHA’s Mission Statement.
2. Any change or amendment to a stated Strategic Goal.
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met.
4. Any introduction of a new Strategic Goal or new Strategic Objective.
5. Any alteration in the Capital Fund Program (CFP) that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In defining the above, the Paragould Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items in its Five Year Plan and any change in the above items will be considered a “substantial deviation” from the plan.

Furthermore, the PHA considers the following changes to require a public process before amending said changes and that these items are “significant amendments or modifications” to the Agency Plan:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
3. Additions of new activities not included in any PHDEP Plan.
4. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

Attachment J

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	70,960.00	70,960.00	70,960.00	70,960.00
3	1408 Management Improvements				
4	1410 Administration	29,490.00	30,114.00	30,114.00	28,657.60
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,760.00	12,336.00	12,336.00	11,999.20
8	1440 Site Acquisition				
9	1450 Site Improvement	0.00	11,592.00	11,592.00	11,592.00
10	1460 Dwelling Structures	217,608.00	181,988.00	181,988.00	181,987.90
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	0.00	33,450.00	33,450.00	33,449.59
13	1475 Nondwelling Equipment	15,000.00	14,378.00	14,378.00	14,378.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	354,818.00	354,818.00	354,818.00	353,024.29
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	65,000.00	71,626.00	71,626.00	71,626.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	Replenish Operating Reserves	1406		70,960.00	70,960.00	70,960.00	70,960.00	Complete
PHA – Wide	MOD Coordinator/Inspector	1410 01		18,200.00	17,095.87	17,095.87	16,340.25	Complete
PHA – Wide	Employee Benefits	1410 09		7,290.00	8,801.20	8,801.20	8,100.42	Complete
PHA – Wide	Misc. Sundry (Travel, Advertisements)	1410 19		4,000.00	4,216.93	4,216.93	4,216.93	Complete
PHA – Wide	A/E Fees	1430		21,760.00	12,336.00	12,336.00	11,999.20	97% Complete
AR121-01	Replace Fencing	1450		0.00	6,737.00	6,737.00	6,737.00	Complete
AR121-02	Install Awnings @ exit doors	1450		0.00	4,855.00	4,855.00	4,855.00	Complete
AR121-01	Repair/Replace Roofs on 25 Dwelling Buildings	1460		152,608.00	54,831.00	54,831.00	54,831.00	Complete
AR121-01	Make 2 Apartments Handicap Accessible	1460		65,000.00	71,626.00	71,626.00	71,625.90	Complete
PHA – Wide	Install 191 Ceiling Fans	1460		0.00	55,531.00	55,531.00	55,531.00	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR121-01	Replace Floor Covering in PHA Offices	1470		0.00	2,750.00	2,749.59	2,749.59	Complete
AR121-01	Install Floor Tile in Community Room	1470		0.00	1,517.00	1,517.00	1,517.00	Complete
AR121-01	Construct 3 Bathrooms in M & M Building (2 for Offices/1 for Community Room)	1470		0.00	21,241.00	21,241.00	21,241.00	Complete
AR121-02	Construct 1 Bathroom for PHA Office	1470		0.00	7,080.00	7,080.00	7,080.00	Complete
AR121-02	Repair/Replace ceilings in kitchen and bathrooms of community space	1470		0.00	862.00	862.00	862.00	Complete
PHA – Wide	Purchase new Maintenance Equipment (Key machine, auger, lawn mower trailer, tommy lift, port. Generator)	1475		15,000.00	10,378.00	10,378.00	10,378.00	Complete
AR121-01	Replace Heating/A/C Unit in PHA Office & Maintenance	1475		0.00	4,000.00	4,000.00	4,000.00	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

[illegible]

Attachment K

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	36,205.00	36,205.00	36,205.00	36,205.00
3	1408 Management Improvements				
4	1410 Administration	30,000.00	28,216.00	9,100.35	9,100.35
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	26,895.00	14,580.00	14,580.00	11,904.20
8	1440 Site Acquisition				
9	1450 Site Improvement	0.00	64,202.00	64,202.00	48,579.60
10	1460 Dwelling Structures	258,950.00	203,505.00	203,505.00	170,631.02
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	10,000.00	11,784.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	3,558.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	362,050.00	362,050.00	327,592.35	276,420.17
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	Replenish Operating Reserves	1406		36,205.00	36,205.00	36,205.00	36,205.00	Complete
PHA – Wide	MOD Coordinator/Inspector	1410 01		18,200.00	17,500.00	4,775.00	4,775.00	Incomplete
PHA – Wide	Employee Benefits	1410 09		7,800.00	8,513.00	2,122.68	2,122.68	Incomplete
PHA – Wide	Misc. Sundry (Travel, Advertisements)	1410 19		4,000.00	2,203.00	2,202.67	2,202.67	Incomplete
PHA – Wide	A/E Fees	1430		26,895.00	14,580.00	14,580.00	11,904.20	Incomplete
AR121-01	Drain Pipes	1450		0.00	32,574.00	32,574.00	24,649.29	Complete
AR121-01	Dumpsters	1450		0.00	7,424.00	7,424.00	5,615.80	Complete
AR121-01	Mailboxes	1450		0.00	24,204.00	24,204.00	18,314.51	Complete
AR121-01	Repair/Replace Roofs on 24 Dwelling Buildings	1460		110,000.00	96,311.00	96,311.00	86,679.53	Complete
PHA – Wide	Replace 153 Water Heaters	1460		76,500.00	59,318.00	59,318.00	53,386.01	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR121-01	Replace bathtubs, tub & shower valves and overflow drains in 40 units	1460		61,950.00	47,876.00	47,876.00	30,565.48	Complete
PHA – Wide	Install 187 carbon monoxide detectors	1460		10,500.00	0.00	0.00	0.00	Deleted (not enough funds)
AR121-001	Repair/Replace Roof on M & M Building	1470		10,000.00	11,784.00	0.00	0.00	Incomplete
PHA – Wide	Purchase floor machine	1475		0.00	2,200.00	0.00	0.00	Incomplete
PHA – Wide	Purchase Carpet Extractor	1475		0.00	1,358.00	0.00	0.00	Incomplete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

[illegible]

Attachment L

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	30,000.00		30,000.00	30,000.00
3	1408 Management Improvements				
4	1410 Administration	23,576.00		928.52	928.52
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,516.00		15,200.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	268,950.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures			0.00	0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	344,042.00		46,128.52	30,928.52
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	Replenish Operating Reserves	1406		30,000.00		30,000.00	30,000.00	Complete
PHA – Wide	MOD Coordinator/Inspector	1410 01		14,600.00		0.00	0.00	Incomplete
PHA – Wide	Employee Benefits	1410 09		6,976.00		0.00	0.00	Incomplete
PHA – Wide	Misc. Sundry (Travel, Advertisements)	1410 19		2,000.00		928.52	928.52	Incomplete
PHA – Wide	A/E Fees	1430		21,516.00		15,200.00	0.00	Incomplete
AR121-01	Replace bathtubs, tub & shower valves and overflow drains in 80 units	1460		125,000.00		0.00	0.00	Incomplete
AR121-01	Replace 138 Sinks	1460		10,500.00		0.00	0.00	Incomplete
AR121-01	Replace 138 Toilets	1460		23,450.00		0.00	0.00	Incomplete
AR121-02	Replace 70 Furnaces (35,000 BTU)	1460		110,000.00		0.00	0.00	Incomplete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

[illegible]

Attachment M

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Paragould Housing Authority				xOriginal 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
PHA – Wide		75,092.00	94,042.00	75,092.00	75,092.00
AR121-01 (Pecan Grove)		112,700.00	250,000.00	268,950.00	228,950.00
AR121-02 (Mini- Rise)		156,250.00	0.00	0.00	40,000.00
CFP Funds Listed for 5-year planning		344,042.00	344,042.00	344,042.00	344,042.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	PHA – Wide	Operations	30,000.00	PHA – Wide	Operations	30,000.00
Statement	PHA – Wide	Administration	23,576.00	PHA – Wide	Management Improvements (Purchase new computer system to replace 12 year old system)	18,950.00
	PHA – Wide	Fees and Costs	21,516.00	PHA – Wide	Administration	23,576.00
				PHA – Wide	Fees and Costs	21,516.00
	Subtotal – PHA-Wide		75,092.00	Subtotal – PHA-Wide		94,042.00
	AR121-01	Replace outside water faucets	35,700.00	AR121-01	Replace 238 Screen Doors	23,800.00
	AR121-01	Replace Windows/ Storm Windows in 119 Units	77,000.00	AR121-01	Replace 357 Exteriors Doors	89,250.00
				AR121-01	Install Combination Carbon Monoxide/ Smoke Detectors in 119 Dwelling Units	23,000.00
	Subtotal – AR 121-01		112,700.00	AR121-01	Additional Parking for dwelling units	60,000.00
				AR121-01	Landscaping	13,950.00
	AR121-02	Replace Cabinets in 68 Dwelling Units	142,700.00	AR121-01	Replace Floor tile in 60 dwelling units	40,000.00
	Subtotal – AR121-02		156,250.00	Subtotal – AR121-01		250,000.00
				AR121-02	None	0.00
Total CFP Estimated Cost			\$ 344,042.00			\$ 344,042.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year: <u>4</u> FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA – Wide	Operations	30,000.00	PHA – Wide	Operations	30,000.00
PHA – Wide	Administration	23,576.00	PHA – Wide	Administration	23,576.00
PHA – Wide	Fees and Costs	21,516.00	PHA – Wide	Fees and Costs	21,516.00
Subtotal – PHA-Wide		75,092.00	Subtotal – PHA-Wide		75,092.00
AR121-01	Replace floor tile in 59 dwelling units	40,000.00	AR121-01	Daycare Center with Equipment and 1 CDA License	185,950.00
AR121-01	Replace Cabinets in 115 dwelling units	228,950.00	AR121-01	Repair/Replace Sidewalks	23,000.00
			AR121-01	Purchase New Maintenance Truck	20,000.00
Subtotal – AR121-01		268,950.00	Subtotal – AR121-01		228,950.00
AR121-02	None	0.00	AR121-02	Repair/Replace Sidewalks	10,000.00
			AR121-02	Landscaping	5,000.00
Subtotal – AR121-002		0.00	AR121-02	Replace Outside faucets	5,000.00
			AR121-02	Purchase New Maintenance Truck	20,000.00
			Subtotal – AR121-02		40,000.00
Total CFP Estimated Cost		\$ 344,042.00			\$ 344,042.00